

Senator Lisa Murkowski
United States Senate
Washington, DC 20510-0203
(202) 224-6665

OFFICE OF SENATOR MURKOWSKI
2003 HIGH SCHOOL
INTERN APPLICATION

OVERVIEW

Senator Murkowski's high school intern program is an opportunity for newly-graduated Alaskan high school students to spend a month in our Washington, D.C. office to learn more about the workings of the United States Senate and the federal legislation that affects Alaska. We select a total of twenty students from all areas of Alaska to participate in two, month-long sessions.

The office also selects two college students to oversee the program and coordinate various planned events, as well as to supervise and provide peer support for the interns. Although interns spend much of their time under the supervision of the college coordinators, we expect a certain level of maturity and responsibility from our interns. Holding them to these standards allows us to give interns the freedom of living on their own and the ability to explore Washington, D.C. during their free time.

The internship is designed to be a great learning experience as well as a chance for Alaska's young people to enjoy all that Washington, D.C. has to offer. Please be aware that we have a zero tolerance policy for alcohol and drug use.

WHO MAY APPLY

Senator Murkowski's intern program is open only to Alaskan high school students completing their senior year.

QUALIFICATIONS

We are looking for independent and mature applicants who can take the initiative to make the most of their opportunity in Washington, D.C. We assume interns are capable young Alaskans who realize that their actions reflect upon their parents, the State, and the Senator while they are in Washington, D.C.

WHEN

There are two sessions, each internship lasting four weeks. The first session runs from May 31 - June 28, 2003 and the second session runs from July 5 - August 2, 2003. You should designate which session you would prefer to attend on the application. You may participate in one session only. Special arrangements will be made for students wishing to participate in the first session who will be graduating on or right around May 31, 2003, to arrive in Washington, D.C. as soon as possible after graduation. However, we encourage students whose graduation dates conflict with the beginning of the first session to apply for the second session.

ACTIVITIES

Office hours are from 9:00 a.m. to 6:00 p.m. Professional business attire is required for both men and women.

A number of tours and social events, including evening activities, a day at a local amusement park, and a weekend trip to the beach are all part of the complete program.

Office activities include assisting the staff with daily assignments, attending hearings and committee business meetings, composing articles for the intern newsletter, and accompanying Senator Murkowski during her daily routine.

SALARY

Please understand that this is not a government-funded program. Alaskan businesses and Alaskan individuals who are interested in supporting Alaska's next generation cover all expenses, other than the interns' salary.

Interns will be paid a stipend of \$350 / week out of the office budget. Payments are received in two-week installments on the 5th and the 20th of the month, following the interns' first day in the office. This stipend is subject to applicable taxes (such as federal and social security taxes), so the actual stipend will be slightly less. Air transportation to and from Washington, D.C. may be provided by Alaskan corporate sponsors subject to the availability of funds. Most interns have found that additional personal funds are necessary to cover all of their expenses. **It is important that interns budget ahead of time how much money they will have available for extracurricular activities.**

HOUSING AND EXPENSES

The interns will be housed in double rooms with kitchenettes in George Washington University's (GWU) dormitories. The college coordinators will make room selections and assign roommates among the ten interns for each session. **Linens, pillows, blankets, and kitchen appliances will not be provided by GWU.**

Interns are responsible for the cost of housing. The housing this year will be about \$1000.00 per intern for each session, payable by the interns several weeks before their arrival. While the housing is costly, the location of GWU and the kitchenettes will considerably lower the daily expenses for the interns. Daily transportation to and from the office via the Metro subway will average \$2.50. Interns will spend approximately \$15 / day on food. However, interns can lower this cost of food considerably by purchasing groceries and using the kitchenettes in their rooms.

HOW TO APPLY

We are seeking a variety of active and enthusiastic Alaskans from all over the State to fill a total of twenty positions. Since there are often far more applicants than positions available, please apply as soon as possible. The attached application should be completed and postmarked no later than April 1, 2003 to:

Senator Lisa Murkowski
Attn: Intern Coordinators
322 Hart Office Building
Washington, D.C. 20510-0203

Applicants will be notified of selection by May 1, 2003. Additional applications or information can be obtained by writing the above address, by downloading them from our website: murkowski.senate.gov, or by calling Senator Murkowski's Washington, D.C. office at (202) 224-6665.

Please Note:

To ensure that applications are received in a timely manner, please fax a copy of your application to our office, if possible, in addition to mailing it. Mail security screenings have significantly slowed our mail delivery, and we cannot promise that applications mailed late will be considered.

(202) 224-5301 (fax)

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Personal Data

Name (last, first, middle)		M / F	Date
Social Security Number			
Mailing Address	City	State	Zip code
Street Address	City	State	Zip code
Home phone ()		Email	
Date of Birth	Place of Birth	How long have you lived in Alaska?	
Mother's Name		Work phone ()	
Father's Name		Work phone ()	
Session applying for	First Session <input type="checkbox"/>	Second Session <input type="checkbox"/>	Either <input type="checkbox"/> You may only attend one session

The first session is from May 31 to June 28 and the second session is from July 5 to August 2.

Education

High School:

Address:

GPA:	Are you currently a high school senior?	Graduation date:
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Extracurricular Activities

Honors or Awards

Special Skills

Post High School Plans and Intended Course of Study

Employment History

Begin with most recent employer.

1. Employer	Dates of employment	
Address		
City	State	Zip code
Phone ()		
Title/Duties		

2. Employer	Dates of employment	
Address		
City	State	Zip code
Phone ()		
Title/Duties		

Essay Question

On an additional sheet of paper, please answer the following question.

Why do you want to be an intern in the Office of Senator Lisa Murkowski? In responding to this question, please ask yourself the following questions: What do I hope to gain from this experience? What are my expectations for this internship? What do I think I can contribute to the Senator's office?

Recommendations

Please include one letter of recommendation.

Consent

The information given above is complete and accurate to the best of my knowledge:

Applicant's signature	Date
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For parents/guardians of intern applicants:

I have read the attached information and I grant permission for _____ to participate in the program if accepted.

Parent or Guardian's signature	Date
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References

List three references who have known you at least two years.

1. Reference

Work phone ()

Home phone ()

Address

City

State

Zip code

Relationship

2. Reference

Work phone ()

Home phone ()

Address

City

State

Zip code

Relationship

3. Reference

Work phone ()

Home phone ()

Address

City

State

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Relationship

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